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(1953) Department.

MS. SERIES.

G.O. No. 2431

Dated 30-7-53.

FOR MYSORE STATE

[Despatch Abstract.]

Documents - Drawing up of certificates & other certificates for use in foreign countries. Instructions of GOI communicated

Government of Madras.
Abstract.

DOCUMENTS - Drawing up of certificates and other documents for use in foreign countries.- Instructions of Government of India - Communicated.

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Home Department.

G.O.Ms.No.2431. Dated the 30th July, 1953.
Read the following:--

From the Government of India, Ministry of External Affairs, No.71/53/8316/ dated 1-6-1953.

O r d e r:

A copy of the letter cited from the Government of India, Ministry of External Affairs on the above subject is communicated to all Heads of Departments including District Collectors, District Magistrates (Judicial) and District Judges for information and guidance They are requested to bring the instructions contained in the Government of India's letter to the notice of all concerned and to see that the instructions are strictly adhered to whenever a document or a certificate is issued for use in foreign countries.

(By order of the Governor of Madras).

G. Gopalakrishna Naidu,
Deputy Secretary to Government.

To
All Heads of Departments including District Collectors, District Magistrates (Judicial) and District Judges. (with enclosure).
All Departments of the Secretariat including Home (All sections) (with enclosure).

True copy / Forwarded / By Order

Superintendent.

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Enclosure:-

Copy of letter No.71/53/8316, dated the 1st June, 1953, From the Government of India, Ministry of External Affairs To All State Governments.

Sub: Drawing up of the Certificates and other documents for use in foreign countries.

The Government of India have noticed that the certificates or documents issued by the executive authorities and courts in India,

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for use in foreign countries at the instance of private parties, or on demand from foreign governments through the Government of India, are generally made out on very poor quality paper. The general format is very poor and in many cases very little attention is paid to the wording of the certificate or document. It would be appreciated that documents of this nature give a very bad impression abroad on the general efficiency and standard of administration in India. The Government of India, therefore, give below some suggestions in the preparation of certificates and documents and would appreciate it, provided there is no objection, if they are brought to the notice of all concerned.

2. In preparing documents required abroad, the following points may be kept in mind:--

a) the document should be drawn on reasonable quality foolscap paper;

b) the paper or the form used should bear the name of the authority issuing it;

c) As far as possible the signature of the officer signing the certificate or the document should be supported by his official seal; and

d) In cases of documents and certificates required by the Government of India on behalf of foreign countries, these should be submitted to the competent officers of the State Government for attestation, <u>under his seal</u>, of the signature of the local authority originally issuing the document or the certificate. This is an important requirement as the Government of India, in the Ministry of External Affairs, can only attest the signature of the State Government and not of the local authorities under them.

3. It should also be noted that Indian Missions abroad are not competent to attest the signatures on documents of the State Governments unless these are first attested in the Ministry of External Affairs of the Government of India.

4. Receipt of this letter may please be acknowledged.

/True copy/

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Superintendent.